

OES-657D: PROPERTY DISPOSAL

This form is used for equipment disposal.

- Include detail information as to why disposal is being requested
- Method of disposal must be detailed (e.g. salvage, land fill, destroyed)
- Disposed of equipment only after you have received the approval of State Coordinator and LESO. After equipment has been disposed keep in your file documentation (such as pictures) certifying that the method of disposal was completed.

Follow the steps below when completing the 657D

Agency Name	Your agency Name
ATTN (POC)	Your first and last name
Signature	Your signature
Date	Date form is submitted
Street Address	LEA's address
City, State, Zip	LEA's city, state, zip
Phone Number	Your phone number
Fax #	Your fax number
E-mail	Your e-mail
Property approved by S/C	Leave that entire block blank
LESO use only	Leave that entire block blank
Item Number	Line number
Item Description	Nomenclature of equipment
NSN (National Stock Number)	Is located on the 1348 form, block 25
DTID	Is the TID number at the bottom right hand corner of the 1348 form
DOC #	Is located on the 1348 form, block 24
Deposit qty	Number of equipment been disposed
DEMIL	Mark yes or no. Block 26 on 1348 form tells you whether an item is DEMIL or not DEMIL.
Justification for disposal	Annotate condition of equipment and why it's been disposed, and whether or not equipment is economically repairable. ,
Method of Disposal	Explain how equipment will be disposed